

**SCHOOL OF MATHEMATICAL SCIENCES**  
**Guidance for staff and PhD students working on campus**

**1. Working on campus**

- a) Staff and PhD students are no longer required to complete an Occupational Health assessment with one exception:  
For those staff who completed an assessment form in the past where Occupational Health advised they should not return to work, a further form should be completed when you are considering returning to the campus and an updated assessment will be made.  
The form can be accessed here: <https://healthquestionnaire.co.uk/covid19>  
If you have any questions, please contact Occupational Health at [gmulstaff@ohworks.co.uk](mailto:gmulstaff@ohworks.co.uk)
- b) All staff and PhD students must familiarise themselves and abide by:
- the risk assessment for the Maths Building, available by email and on the [School's QMPlus intranet for staff](#) or [here for PhD students](#).
  - The institutional risk assessment and associated procedures available [here](#)
  - The Queen Mary Covid Code available [here](#)
- c) The approach to working on campus is focused on:
- Continued personal hygiene and sanitisation measures
  - Continued enhanced cleaning
  - Ensuring that all areas are well ventilated with fresh air
  - Encouraging all staff and PhD students working on campus to continue to undertake regular testing and not be present on campus if they feel unwell/have [covid-related symptoms](#)
  - Encouraging everyone to wear face coverings when moving around buildings

**2. Asymptomatic Testing**

Queen Mary provides tests for staff and students working and studying on campus who do not have coronavirus symptoms. Please see [here](#) for further details. Staff and PhD students are strongly encouraged to use the testing facilities in line with government guidance.

**3. Building opening hours\***

The Maths Building will be open as follows:

Taught students (UG and PGT)	Monday to Friday 08:30 to 17:30 (core opening hours)
Staff and PhD students	Monday to Friday 07:00 to 21:00. You must use your staff ID card to gain entry outside of core opening hours.
The building will be closed at weekends, Bank Holidays and closure days.	

*\*please note this is currently under review. Any changes will be communicated in due course.*

**4. Using the Maths Building**

- a) Staff, PhD students and visitors should use hand sanitiser stations as soon as they enter the building and regularly when in communal areas.
- b) Face coverings are encouraged when staff and PhD students move from their office or room into the corridor and other communal spaces (e.g. corridors, toilets, kitchens, lifts).

c) Please note the following:

<p><b>Academic Staff</b></p>	<p>Academic offices are single occupancy with one opening window for natural ventilation. If staff wish to hold meetings in their office, this is possible (up to a maximum of the member of staff plus 2 visitors) <b>only</b> if the window is opened for natural ventilation.</p> <p><b>Each individual office occupant is responsible for managing the mitigation of the open window; please ensure the window is closed when leaving the office.</b></p> <p>Alternative meeting spaces (with higher capacities) are available elsewhere in the Building if either the individual office occupant or a visitor does not wish to meet there.</p>
<p><b>Professional Services (PS) team</b></p>	<p>From 13<sup>th</sup> September, the PS team will be undertaking hybrid working. Full time staff must work on campus for a minimum of 3 days per week (part time staff on a pro rata basis), with up to 2 days working remotely.</p> <p>The School Office continues to be open for enquiries at the reception desk; staff are also available via email, MS Teams or phone.</p>
<p><b>PDRAs</b></p>	<p>An Estates and Facilities ventilation assessment survey data has confirmed that the PDRA office (MB-202) can revert to full occupancy with immediate effect.</p> <p>The PDRA office (MB-202) no longer operates on a rota basis and has a capacity of 20.</p>
<p><b>PhD students</b></p>	<p>An Estates and Facilities ventilation assessment survey data has confirmed that the PhD office (MB-402) can revert to full occupancy from a date to be confirmed. The current rota remains in place until hotdesking is re-introduced before teaching begins. Further details will follow on this.</p>
<p><b>Meetings</b></p>	<p>a) In person meetings can be held in the Maths Building as follows:</p> <ul style="list-style-type: none"> <li>▪ Staff must book a meeting room using the School's <a href="#">room booking system</a></li> <li>▪ A record of the meeting attendees must be kept within the booking system so that contact tracing can be put in place if needed.</li> <li>▪ Staff and PhD students are encouraged to maintain hand cleanliness and have a personal choice of whether to use a face covering.</li> </ul> <p>b) For School committees, meeting organisers will advise if the meeting will be held via MS Teams, in person or mixed mode.</p> <p>c) If meetings are in person, staff and PhD students are encouraged to maintain hand hygiene and wear a face covering if you wish to.</p>
<p><b>Common Room</b></p>	<p>An Estates and Facilities ventilation assessment survey data has confirmed that the Common Room can revert to full use.</p> <p>Individual users must wipe down equipment or surfaces before and after use, focusing on touch points. Wipes are available in the Common Room.</p>

<b>Supplies of soap, sanitiser &amp; wipes</b>	Please report empty soap, sanitiser or wipe stations to: <a href="mailto:eaf-helpdesk@qmul.ac.uk">eaf-helpdesk@qmul.ac.uk</a> with a copy to <a href="mailto:maths-facilities@qmul.ac.uk">maths-facilities@qmul.ac.uk</a>
<b>Kitchens</b>	<p>a) Although kitchens are no longer single occupancy, staff and PhD students are encouraged to exercise caution with regard to the number of colleagues using a kitchen at any time.</p> <p>b) Staff and PhD students are responsible for their individual food items and utensils and must ensure that they wash-up, dry and store them in their personal pedestal or office. When moving to/from kitchen area, users must take items within a robust box or container to prevent spillages.</p> <p>c) All facilities (e.g. kettle, microwave, fridge, hot water boiler, chilled water tap) can be used but individual users must wipe down equipment before and after use, focusing on touch points. Wipes are available in each kitchen.</p>
<b>Printing</b>	Staff and PhD students must use the wipes provided before and after each use.

## 5. Health and Safety

- All Security Staff are first-aid trained, and should there be any emergency then security should be called on **020 7882 3333**.
- For lone working and out of hours working, all staff and PhD students must follow the lone working procedures outlined [here](#).
- All incidents need to be reported using the MySafety (OSHENS) application. Guidance can be found [here](#).

## 6. Sickness

- Where a member of staff feels unwell and presents any symptoms of COVID-19 they should immediately inform their line manager and the School Manager and ensure they follow guidance provided by the [UK government](#). Staff in this situation should NOT travel to campus nor work on site. If a member of staff develops Covid-19 symptoms they must alert HR via [staffhealth@qmul.ac.uk](mailto:staffhealth@qmul.ac.uk). If a student develops Covid-19 symptoms they must alert Student Life via [studenthealth@qmul.ac.uk](mailto:studenthealth@qmul.ac.uk).
- For non-COVID related sickness, please follow the School's standard procedure for reporting sickness which is available on the [staff intranet](#).

## 7. IT Support

IT issues must be reported by raising a ticket to the ITS Helpdesk. You can find details at the top of the [ITS homepage](#).

## 8. Student study areas (UG and PGT students)

Students are able to book a desk for a restricted timeslot between the hours of 9am and 5pm via the LibCal booking system. Students are not permitted to use any study spaces on an ad hoc basis; it must be booked in advance so that contact tracing can be put in place if needed.

- UG students can book a desk in MB-103.
- PGT students can book a desk in MB-303 (PGT study space) and MB-302 (IT Lab) outside of timetabled teaching.
- Individual students are responsible for wiping down the desk before and after use; wipes are provided for this purpose.

**9. Centrally managed teaching spaces (Maths Lecture Theatre, MB-203 and MB-204)**

These rooms are controlled by Estates and Facilities and are covered by the institutional risk assessment and policies which can be found [here](#).

**10. Visitor Office (MB-B12)**

An Estates and Facilities ventilation assessment survey data has confirmed that the Visitor Office **cannot open** at this time. The office will remain closed until further investigation and resolution by Estates and Facilities, but teaching and student spaces are their priority so a date for opening cannot yet be confirmed.

Staff are permitted to have visitors, but if you are hosting a visitor you must follow the relevant procedure which is available on the [staff intranet](#) in the *Travel and Visitors* section.

**Jo Young**  
**School Manager**  
**10.09.21**